

Budget Checklist

Budget Items	Tick Box
Contracted staff wages	
Have you identified the Award/Agreement under which the worker will be employed?	<input type="checkbox"/>
Have you identified the category of worker	<input type="checkbox"/>
Have you identified the level within the award at which the worker will be employed?	<input type="checkbox"/>
If staff are employed under the SOCIAL, COMMUNITY, HOME CARE AND DISABILITY SERVICES INDUSTRY AWARD 2010, have you allowed for the Equal Remuneration Case adjustment to the wage?	<input type="checkbox"/>
Is the staff person full-time, part-time, or casual?	<input type="checkbox"/>
Have you included an accrued annual leave component for F-T & P-T staff?	<input type="checkbox"/>
Have you included 17.5% leave loading on the accrued annual leave?	<input type="checkbox"/>
Have you included superannuation for any casual employee who earns more than \$450 in any month?	<input type="checkbox"/>
If casual, have you used the casual pay rate?	<input type="checkbox"/>
Have you allowed for workers' insurance for all staff members?	<input type="checkbox"/>
Consultant fees	
If you are using a consultant, have you detailed the work they will perform AND listed their relevant qualifications or experience?	<input type="checkbox"/>
Have you attached two quotes for any consultant fees valued at more than \$500?	<input type="checkbox"/>
Have you confirmed the consultant carries public liability insurance? Request the policy amount and policy number.	<input type="checkbox"/>
Have you confirmed the consultant carries workers' compensation insurance? Request the policy number.	<input type="checkbox"/>
Have you confirmed the consultant carries professional indemnity insurance? Request the policy amount and policy number.	<input type="checkbox"/>
Venue hire / rent	
If you are requesting funds for Council facility or venue have you confirmed the rate of subsidy or fee waiver with Council facilities staff/ events coordinator?	<input type="checkbox"/>
Have you made a firm booking for a venue & times required?	<input type="checkbox"/>
Have you received a firm quote for the cost of the non-Council venue? This ensures the price will remain the same.	<input type="checkbox"/>

Budget Checklist

Catering¹ and childminding	
Will there be any catering costs associated with your project?	<input type="checkbox"/>
Will there be any childminding costs associated with your project?	<input type="checkbox"/>
Equipment hire / purchase	
Have you included the price of any equipment hire and/or purchase costs?	<input type="checkbox"/>
Have you secured at least two quotes for the equipment purchase costs in excess of \$500? This will secure the price.	<input type="checkbox"/>
Have you attached two quotes for any equipment purchases valued at more than \$500?	<input type="checkbox"/>
Materials	
Have you included the cost of any consumables / materials required by your project?	<input type="checkbox"/>
Design and printing	
Will your project require any professional printing services?	<input type="checkbox"/>
Have you included the price of printing in your budget?	
Have you included the price of design work in your budget?	<input type="checkbox"/>
Where design work is more than \$500, have you included a quote for it with your application?	<input type="checkbox"/>
Paid advertising	
Will your project require any paid advertising?	<input type="checkbox"/>
Have you received a quote for this work?	<input type="checkbox"/>
Have you included the price of the advertising in your budget?	<input type="checkbox"/>
Administrative costs²	
Will your project require any postage or other distribution costs? E.g. courier, hand delivery fees etc.	<input type="checkbox"/>
Have you included the price of the postage / distribution in your budget?	<input type="checkbox"/>
Have you estimated your telephone costs? Consider <ul style="list-style-type: none"> • Mobile handset purchase • Ongoing mobile call costs for worker • Internet access e.g. SIM card for an iPad or Toggle for a laptop 	<input type="checkbox"/>

¹ Catering costs should be no more than 10% of the total grant budget

² Administrative costs should be no more than 10% of the total grant budget

Budget Checklist

Will there be any travel undertaken by the worker in your project?	<input type="checkbox"/>
Will there be any transport undertaken by the participants in your project?	<input type="checkbox"/>
Project evaluation³	
How will you evaluate your project and by whom?	<input type="checkbox"/>
Have you included the evaluation costs in your budget? E.g. data collection, outcome tracking etc.	<input type="checkbox"/>

³ Evaluation should be no more than 10% of the total grant budget